



Treasury Financial Manual

Bulletin No. 99-05

Volume I

Retention: September 30, 2000

To: Heads of Government Departments, Agencies and Others Concerned

Subject: FMS 2108: Yearend Closing Statement

1. Purpose

This Treasury Financial Manual (TFM) bulletin emphasizes FMS 2108: Yearend Closing Statement, certification procedures for data transmitted via the Government On-Line Accounting System (GOALS). It also stresses the importance of proper separation of duties.

2. Agency Certification of GOALS FMS 2108 Data

The agency's chief financial officer, or authorized designee, must certify the data before transmitting the FMS 2108 (according to 31 U.S.C. 1501). This official must certify all accounts, including those with a zero balance. If the designee changes, or if the officer forgets or loses a personal identification number (PIN), Treasury's Budget Reports Branch (BRB) must assign a new PIN. This PIN functions as, or replaces, the signature. To maintain confidentiality, BRB issues PINs in writing to be opened by the addressee only. Only the certifying officer may use this PIN. It should not be disclosed or shared.

Refer to I TFM 2-4200 for detailed instructions on preparing the FMS 2108. Meanwhile, I TFM Bulletin No. 99-04 discloses yearend closing procedures and reporting dates for fiscal 1999 financial data.

3. Separation of Duties

Agencies must ensure that no single employee controls all phases of the FMS 2108 process. Ideally, different individuals should (1) keep records, (2) maintain custody of assets and (3) provide authorization. This separation of duties ensures data integrity. It also limits material weaknesses in the agency's internal control structure (a reportable audit condition).

4. Effective Date

Immediately.

5. Inquiries

Department of the Treasury
Financial Management Service 

Direct questions concerning this bulletin to:

Budget Reports Branch
Reports Management Division
Financial Management Service
Department of the Treasury
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9880

A handwritten signature in black ink, appearing to read "Richard L. Gregg". The signature is fluid and cursive, with a large initial "R" and "G".

Date: September 28, 1999

Richard L. Gregg
Commissioner